

**City of Bridgeport
Application for Funding
Youth Service Bureau – Direct Services
July 1, 2013 – June 30, 2015**



Funding Announcement Released on April 16, 2013

One original and three (3) copies of the application must be received by 4:00 p.m. on Friday, May 10, 2013. No late, emailed or fax copies will be accepted. Submit applications to:

**Youth Service Bureau
c/o
Lighthouse Program
45 Lyon Terrace – room 301
Bridgeport, Ct. 06604**

For additional information, contact Valerie Sorrentino at 203-576-7110 or Valerie.sorrentino@bridgeportct.gov, or Tammy Papa at (203) 576-7252 or Tammy.papa@bridgeportct.gov.

Technical Assistance: Friday, April 19, 2013 - 10 a.m. City Hall – Wheeler A & B
Monday, April 22, 2013 – 3 p.m. City Hall – Wheeler A & B

City Hall is located at 45 Lyon Terrace, Bridgeport, CT.

**City of Bridgeport
Youth Service Bureau**

Request for Proposal

I. Announcement

The City of Bridgeport is soliciting proposals for funding under the 2013 – 2015 Youth Service Bureau Grant, YSB Enhancement Grant and municipal match. Approximately \$85,000/year will be allocated for programs serving Bridgeport youth, up to age 18. Applicants can apply for up to \$20,000/year. **Programs will be funded for year 1 and will be reviewed for continued funding for year 2 based on 1) the agency's ability to carry out initiatives and activities in a timely manner as specified in their proposals and 2) receipt of funds from YSB state and federal funding sources.**

Programs must address one or more of the following categories:

Juvenile Justice

- Services that respond to youth who are, or could potentially be, in contact with the juvenile-justice system.

Examples include juvenile-review boards, alternative-sanction programs, detention/suspension/expulsion programs, court advocacy, court-ordered community-service programs, truancy programs, and diversion programs.

Mental Health Services

- Services that respond to youth and families who are experiencing emotional distress.
 - A. Sessions for youth up to age 18
 - B. Parent/Guardian sessions

Examples include mental-health counseling for individuals, families, or groups, as well as crisis intervention, host homes, information and referral services, and case management.

Child Welfare

- Services that respond to identified youth and families who are having difficulty in maintaining a supportive family environment.

Examples include programs that help reduce abuse and neglect, such as information and referral services, therapeutic playgroups, supervised visitation, family-reunification programs, social-service activities, and holiday-giving programs.

Teen Pregnancy Prevention

- Programs that promote pregnancy prevention among young people.

Parent Education

- Services that promote positive parenting skills and support families in their efforts to raise healthy children.
 - A. Teens/Adults

Examples include parent-child interactive playgroups, parent education, and parent-support groups.

Youth Development

- Programs and services that promote the personal well-being of youth for the purposes of (1) meeting basic needs, (2) building skills and competencies that allow youth to function and contribute in their daily lives, and (3) connecting youth with their families, peers, school, and community.

Examples include peer-to-peer programs, employment training, mentoring, after-school programming, teen centers, dances, adventure-based activities, youth-adult partnership programs, information dissemination, prevention programs that address issues such as truancy, violence, and substance abuse, and drug-free alternative activities.

Community Outreach

- Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

Examples include intergenerational activities, family events, annual events/holiday festivals, sports, dances, family day celebrations, trips, theatrical productions, and cultural activities.

II. Introduction

The Bridgeport Youth Service Bureau (YSB) receives two annual grants from the State Department of Education to fund direct service programs which address the above mentioned categories. The direct service programs are matched with City of Bridgeport Community Development Block Grant funds. Programs selected for funding may receive a combination of these funds and will be required to complete all required program reports.

III. Program and Financial Requirements

Agencies will be responsible for maintaining accurate financial and program records. Monthly, quarterly and/or annual reports may be required. All programs will be monitored and evaluated by YSB staff and the Community Development Office.

All payments of contractual funds will be made through the Operating Agency's financial system. Funds will be paid on a reimbursement basis only. Reimbursements can take up to six (6) months due to release of state and federal

funds. The Operating Agency should have the capacity to cover program expenses during the six (6) month waiting period.

All requests for payment must be submitted on the appropriate forms (which will be provided) and contain all required documentation. Payments will be made only for expenditures listed in the approved budget and directly related to the scope of services. The City of Bridgeport reserves the right to reject improper charges and to refuse reimbursement should the documentation be incomplete or questionable.

IV. Time Frame

Year 1 funding will begin on July 1, 2013 and continue through June 30, 2014. Year 2 funding will begin on July 1, 2014 and continue through June 30, 2015.

V. Form and Contents of Proposals

Agencies interested in being considered for YSB funding should respond to the format below:

1. A cover letter signed by the Executive Director
2. Completed application
3. Completed budget itemization and narrative

Programs selected for funding may be required to provide additional documentation including: organization's bylaws, financial statement and audit, insurance bond/worker's compensation, non-profit determination, list of board of directors and organizational chart.

Application for Funding

Youth Service Bureau – Direct Services
July 1, 2013 – June 30, 2014

TITLE PAGE

Agency Name and Address: _____

Executive Director: _____

Contact Person and Phone Number : _____

Program Name: _____

Brief description of program: _____

(See RFP Announcement for description of categories)

____ Juvenile Justice

____ Child Welfare

____ Parent Education

____ Community Outreach

____ Mental Health Services

____ Teen Pregnancy Prevention

____ Youth Development

YSB Funds requested:

\$_____ (maximum \$20,000)

Applicant Signature

Typed name/title

Part I. Project Narrative

In ten (10) or fewer typed, double-spaced pages – 8 ½" x 11" paper (no charts or small print) please describe the proposed project clearly and concisely. Organize your presentation in the format set out below.

1. **(10 points) Describe your agency including a brief history, services offered, and proven ability to administer grant funds including who will be responsible for the following:**
 - Completing required program reports
 - Maintaining financial records and submitting invoices
 - Do you have adequate cash reserves to cover proposed program costs for six (6) months? _____ yes _____ no
2. **(15 points) What is the initiative(s) in which you are seeking funds trying to accomplish (should revert back to intended result of your organization's work) and how are you going to get there?**
3. **(15 points) Provide a detailed description of the activity/activities for each initiative outlined above. What specific services will be offered and where will you offer them?**
4. **(15 points) Describe the target population/direct recipients for each activity as well as outreach methods used.**
5. **(15 points) What is your method for collecting data and measuring progress towards objectives? Describe how you will measure the success of each initiative listed by responding to the following three questions:**
 - How much did you do? (how many people did you serve and how often did they participate in the services/activities you provided)
 - How well did you do it? (were your activities carried out as planned; did people attend the activities as anticipated; was staff hired in a timely manner)
 - Is anyone better off? (for each initiative, what knowledge or skills were gained, what attitudes or beliefs were impacted, what behavior or change in status was reflected)
6. **(15 points) Describe how you will coordinate services with other providers. Identify all agencies that will be directly involved in implementing your program.**
7. **(15 points) Budget – please complete attached budget itemization forms.**

Youth Service Bureau
Direct Service Program
2013 - 2014

Budget Itemization

Line #	Category	YSB Request	Leveraged Funds	Total Budget
1	Salaries			
2	Fringe Benefits			
3	Travel/Mileage Reimbursement			
4	Materials & Supplies			
5	Other (describe)			
	TOTAL			

***No administrative fees or capital expenditures are allowed under this grant.**

Youth Service Bureau
Direct Service Program
2013 - 2014

Budget Narrative

For each line identified in the YSB Request, please provide a detailed explanation of the proposed expense below.

If personnel expenses are being requested, please identify the name of the staff person, hourly rate, and hours to be worked on the project.

If travel/mileage reimbursement is being requested, please identify the purpose and rate per mile.

If supplies are to be purchased, please identify the specific item(s), quantity and cost per unit.

If other costs are proposed, please provide an itemized description with associated costs.

<u>Line #</u>	<u>Cost Justification</u>	<u>Total Cost</u>
	TOTAL YSB Request	